

# **COMMAND HOMEPORT TRANSFER**

## **Command-Specific Plan of Actions and Milestones (POA&M)**

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## **I. INTRODUCTION**

This document consists of a set of forms to:

1. Assist in the planning, tasking, and scheduling of recommended events associated with the Homeport Transfer process.
2. Accomplish the same as (1) above, but for events unique (not anticipated by kit developers) to the command.

Suggested approach to complete and use these forms:

1. Read the subsection of your manual associated with the recommended event (for example: CTMT POA&M form corresponds to the same title in Section III of your manual).
2. Based on the information in the guide and, more important, on the specific needs and resources of the command, develop and record activities, assignments, and schedules on the POA&M form.
3. If major revisions are required, a blank form in Section III can be used.

This document should be useful to the CTMT to provide SITREPS to the CO regarding all Homeport Transfer activities.



## COMMAND HOMEPORT TRANSFER

## Tasking the Command Advance Team

## PERSONNEL ASSIGNMENTS

## SCHEDULED DATES

## PLANNED ACTIVITIES

**COG**

## SUPPORT

# START

**END**

## COMMENTS

[illegible]



## COMMAND HOMEPORT TRANSFER

***Plan to Assess Needs of Crew & Families)***

## PERSONNEL ASSIGNMENTS

## SCHEDULED DATES

## PLANNED ACTIVITIES

**COG**

## SUPPORT

# START

**END**

## COMMENTS

[illegible]

## COMMAND HOMEPORT TRANSFER

### ***Plan to Obtain Required Support From Losing Installation***

## PERSONNEL ASSIGNMENTS

## SCHEDULED DATES

## PLANNED ACTIVITIES

**COG**

## SUPPORT

# START

**END**

## COMMENTS

[illegible]





## COMMAND HOMEPORT TRANSFER

### ***Plan to Set Up and Conduct Homeport Transfer Fair***

## PERSONNEL ASSIGNMENTS

## SCHEDULED DATES

## PLANNED ACTIVITIES

**COG**

## SUPPORT

# START

**END**

## COMMENTS

[illegible]

## SECTION III

POA&M FORMS - BLANK

[illegible]

## PERSONNEL ASSIGNMENTS

## SCHEDULED DATES

## PLANNED ACTIVITIES

**COG**

## SUPPORT

**START**

**END**

## COMMENTS

